

USAF School of Aerospace Medicine (USAFSAM)

Academic Affairs



Brooks AFB TX

USAFSAM Instruction 16-3 -- Academic Affairs

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[See next page for changes.](#)

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Mission Statement edited December 2000

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Para. 1.3.2 edited 30 January 2002

Dean of Academic Affairs changed to Associate Dean of Academic Affairs, January 2003

AE replaced with AT January 2003

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USAF School of Aerospace Medicine Academic Affairs Handbook



Introduction

This instruction provides policy and guidance for assigned personnel who are involved in the education and training mission of the USAF School of Aerospace Medicine. It was designed to provide guidance in all areas of designing, developing, delivering, and evaluating instruction. It also provides information regarding faculty qualification, development, evaluation and upgrade. Where policy is stated herein, compliance is required. (All policies in this instruction are *italicized and color-coded in blue* in the affected paragraphs.) Additional procedural guidance may be found in USAFSAM/CVA. Recommendations for changes in academic policy should be submitted to USAFSAM/CV, the Associate Dean of Academic Affairs, and must be approved by USAFSAM/CC after coordination between USAFAM/AT//CVA//CV.

I have delegated responsibility for implementing and monitoring the policies and procedures outlined in this handbook to the Office of Academic Affairs (CVA). An overview of the mission, roles and responsibilities of CVA follows.

RODGER D. VANDERBEEK
Colonel, USAF, MC, CFS
Commander

USAFSAM Mission

Provide training, education, and consultation in direct support of USAF, other DoD agencies and allied nations' aerospace medicine operations, in both peacetime and contingency, in the areas of human performance enhancement, occupational health, disease prevention, environmental quality, and aeromedical evacuation.

USAFSAM Vision

To be the international center of excellence for aerospace medicine.

Office of Academic Affairs Mission

The Office of Academic Affairs (CVA) coordinates, finalizes and implements activities assuring the initial and continued accreditation and/or certification of USAF School of Aerospace Medicine (USAFSAM) courses. It provides direction, consultation and quality assurance for the design, development, validation and evaluation of all USAFSAM courses listed on the official USAF Education and Training Course Announcement web site. The office analyzes the operation and effectiveness of instructional delivery systems and monitors quality of the academic program through students' end-of-course course evaluations, direct correspondence questionnaires, field evaluation visits, annual course reviews and instructor evaluations. CVA plans, coordinates, conducts and evaluates educational programs to enhance faculty and program development, and works with diverse constituencies within USAFSAM and at other US Air Force, DoD and civilian educational institutions to establish academic priorities and ensure the use of current methodology. The office supervises, coordinates, integrates, and implements all distance learning activities for USAFSAM.

Roles and Responsibilities include but are not limited to the following:

- **Manage faculty qualification and development (*Academic Affairs Handbook*)**
 - In and out-process faculty
 - Maintain test control statements
 - Establish and review instructor folders
 - Conduct Newcomers' Orientation
 - Manage USAFSAM Faculty Development Program
 - Manage USAFSAM Instructor Upgrade Program
 - Manage USAFSAM Instructor Evaluation Program
 - Approve and maintain Adjunct Faculty files
- **Manage Course Director/Supervisor appointment and training (*Academic Affairs Handbook*)**
 - Review and approve course director/supervisor nominations
 - Conduct Course Supervisors' Orientation and Course Supervisors' Forum
 - Develop and maintain Course Supervisor Notebook

- **Ensure compliance with CCAF Affiliation Guidelines (*CCAF Campus Relations, Policies, Procedures and Guidelines*)**
 - Monitor and report degree status of USAFSAM faculty
 - Track faculty completion of instructor school
 - Manage USAFSAM Teaching Practicum
- **Ensure compliance with AFI 41-117, Medical Service Officer Education**
 - This responsibility is shared with the Director of Graduate Medical Education and the Director of Undergraduate Medical Education
- **Serve as liaison between Extension Course Institute (ECI) and USAFSAM for all Career Development Course (CDC) matters**
- **Provide guidance for conducting Utilization and Training Workshops (U&TWs) (*AFMAN 36-2245*)**
 - Assist in planning and conducting U&TWs
 - Track and report frequency of U&TWs
- **Maintain and implement complete guidance and policy on course development and management processes (*AFI 36-2201; Academic Affairs Handbook*)**
 - Supervise development of course control documents (Education Plan, Course Training Standard and Plan of Instruction)
 - Maintain original copies of all course control documents
 - Monitor and report on currency and adequacy of all course instructional materials
 - Coordinate New Course Proposals (*USAFSAM Form 23*)
 - Coordinate Course Change Requests (*USAFSAM Form 21*)
 - Serve as OPR for Education and Training Course Announcement (ETCA) updates (*USAFSAM Form 24*)
 - Establish basic policy, provide guidance, and oversee the student measurement program
 - Manage development of USAFSAM test materials
 - Maintain security of and issue all USAFSAM test materials
 - Maintain test profiles for all formal courses
 - Manage the USAFSAM Evaluation Program
 - End-of-Course Evaluations
 - Direct Mail Questionnaires
 - Field Evaluation Visits
 - Provide the Commander with an Annual Summary of Course Evaluation Data, to include a trend analysis
- **Manage the Distance Learning Program at USAFSAM (*Distance Learning Management Implementation Plan*)**

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1. USAFSAM Faculty.

1. 1. In-processing. New faculty members must in-process through the Office of Academic Affairs. The process familiarizes the instructors with the functions of the office and their interface with it.

1.1.1. Test Control Statement. During in-processing, all instructors will sign a Test Control Statement, USAFSAM Form 22. This witnessed statement assures that the instructor understands protocol regarding the security of test material contents. The statement elicits the instructor's agreement to use test information only for its intended purpose and any deviation can result in a test compromise situation. **Test compromise is punishable under Article 92 of the UCMJ.** The Test Control Statement is retained on file in the Office of Academic Affairs.

1.1.2. Instructor Folder. The Office of Academic Affairs establishes an instructor folder for each newly assigned instructor. This folder contains official college transcripts and additional documentation supporting the instructor's qualification to teach. The folder is maintained by the Aerospace Education and Training Department and may be reviewed at any time by the Office of Academic Affairs and representatives from the Community College of the Air Force.

1.1.3. Transcript Request. Each newly assigned instructor must complete a transcript request form for the highest degree held. The transcript will be ordered by the Community College of the Air Force (CCAF). Upon receipt CCAF will forward the transcript to the Office of Academic Affairs to be placed in the instructor's folder. This transcript is the official property of CCAF and is **not** to be removed from the instructor's folder. When the instructor PCSs, transcripts will be destroyed IAW para 1.8.2.

1.1.4. Newcomers' Orientation. Newcomers' and faculty orientation briefings are mandatory for all newly assigned staff and faculty to the USAF School of Aerospace Medicine. Briefings are held on the third Thursday of every other month, unless otherwise specified. Incoming staff members must attend the morning sessions from 0745-1130, while incoming faculty must attend both the morning sessions and the afternoon sessions from 1245-1430. All newly assigned personnel will attend the next scheduled orientation briefing following their assignment to the USAFSAM. In the event that TDY commitments make orientation attendance difficult, alternative arrangements must be made with the Office of Academic Affairs. The Office of Academic Affairs determines appropriate content for the orientations.

1.2. Qualifications. USAFSAM instructors are qualified instructors.

1.2.1 Degreed Instructors. All instructors teaching in Community College of the Air Force (CCAF) degree applicable courses will have a minimum of an associate's degree. Instructors without a degree must have completed all degree requirements and been awarded the degree within one year of being assigned to USAFSAM. Failure to meet this requirement will result in the instructor's removal from teaching duties. Non-

degreed instructor applicants must include a degree plan signed by a Base Education Center Guidance Counselor as part of their application. Non-degreed instructors with approved degree plans who have completed all applicable CLEP and DANTES tests are eligible for 100% funding (tuition, fees, and books) through USAFSAM Central Funds, coordinated through Resource Management to enable instructors to complete their degrees. Funding will not exceed 12 consecutive months unless specifically approved by USAFSAM/CC.

1.2.2. Instructor School. *All instructors teaching in USAFSAM courses must attend an instructor training course within six months of their assignment to the school.* Teaching Divisions will coordinate requests for Academic Instructor School (AIS) or the Basic Instructor Course (BIC) through the Educational Support Division and stress compliance with AFMAN 36-2236, *Guidebook for Air Force Instructors*, and USAFSAM Instructions. The Educational Support Division will schedule instructors to attend either AIS or BIC based upon the earliest available training quota. Survival instructors are already qualified instructors when they come to USAFSAM. Aerospace Physiology instructors attended the Principles of Aerospace Physiology Instruction (PAPI) at the end of their initial physiology training and need only to attend the Instructional Systems Development course at Lackland Air Force Base to be fully qualified.

1.2.3. Teaching Practicum. Over thirty percent of the courses taught at USAFSAM have been reviewed and evaluated by the Community College of the Air Force to receive semester hour credit. The Community College of the Air Force is accredited by the Southern Association of Colleges and Schools. *Instructors who teach in CCAF accredited courses are CCAF faculty and must comply with faculty qualifications as outlined by CCAF Campus Relations Policies, Procedures, And Guidelines.* As stipulated in "Instructor Qualifications," all CCAF faculty members must complete an approved student teaching course. Instructors assigned to teach in CCAF courses must enroll in the USAFSAM Teaching Practicum upon graduation from the Academic Instructor School (AIS) or Basic Instructor Course (BIC). The Office of Academic Affairs enrolls faculty and monitors progress in completing the practicum. The USAFSAM Registrar reports completion of the practicum to the Community College of the Air Force. Upon notification from the Registrar, CCAF awards semester hour credit.

1.3. Adjunct Faculty. Subject Matter Experts invited to teach in USAFSAM courses on a recurring basis may be appointed as adjunct faculty.

1.3.1. Qualification. *Adjunct faculty members must hold, at a minimum, an associate's degree.*

1.3.2. Application. A request for an adjunct faculty appointment is initiated through the Teaching Divisions (see CVA for sample appointment letter). USAFSAM Form 4, Application for Faculty Appointment, and Curriculum Vitae, must be submitted with the request for appointment letter, signed by the Teaching Division Chief, to the Office of Academic Affairs. Upon review and approval by the Director of Academic Affairs, the

application is submitted for the signature of the USAFSAM Commander/Dean. Upon approval, the applicant receives a letter and certificate of appointment.

1.4. Faculty Development. *All assigned USAFSAM instructors must participate in the Faculty Development Program.* This program consists of both formal and informal classes designed to enhance an instructor's proficiency in the classroom. Classes may focus on the instructor's Air Force Specialty or on pedagogical topics.

1.4.1. The Education and Training Department will have responsibility for ensuring instructors attend faculty development offerings. The department will appoint faculty development monitors who will track faculty development offerings and participation within the department. The monitors will report faculty development offerings to the Office of Academic Affairs for possible schoolwide coordination. (NOTE: Instructor participation is logged in the member's official faculty folder, on USAFSAM Form 6, under formal or informal in-service training.)

1.4.2. The Office of Academic Affairs will serve as a clearinghouse for faculty development programs of schoolwide interest and will publicize the offering to all faculty members. This office will also perform an annual review of faculty development monitors' logs (offerings and attendance) and ensure the data is included in a consolidated USAFSAM log. This consolidated log will be retained in Academic Affairs for possible review by accrediting bodies. CVA will periodically report the status of the faculty development program to the USAFSAM Executive Council. Instructor's individual records will be reviewed annually at the time the instructor is scheduled for annual evaluation.

1.5. Instructor Upgrade Program. Upgrade to Senior or Master Instructor status is a level of achievement that recognizes sustained training delivery and professional growth above the average requirements for instructors. This voluntary achievement denotes exemplary subject matter expertise and teaching ability the instructor has developed through education and training experiences. These qualifications are in addition to the requirements for initial qualification as an instructor (instructor school, teaching practicum) and courses completed in order to meet career field milestones. The Education and Training Department Chair will forward all nominations for either the USAFSAM Senior or Master Instructor Certificate, in letter format, to the Office of Academic Affairs. The nomination letter will include nominee's name, rank, office symbol, suggested upgrade, and signature of the department chair, and have as an attachment, the instructor's record.

1.5.1. Senior Instructor. *The following criteria must be met prior to the award of a USAFSAM Senior Instructor Certificate:*

1.5.1.1. Possess a minimum of an associate degree, or have completed all requirements for award of an associate degree as verified by CCAF.

1.5.1.2. Complete an approved training or academic instructor course approved for the award of a "T" prefix. (Personnel with AFSC 1T0X1 are exempt from this requirement.)

1.5.1.3. Assigned to USAFSAM for a minimum of 12 months.

1.5.1.4. Conduct a minimum of 120 instructional hours per year. Instructor supervisors must conduct a minimum of 40 hours per year.

1.5.1.5. Maintain an overall rating of "Acceptable" on all department evaluations, and receive at least one "Acceptable" school evaluation.

1.5.1.6. Attend one formal faculty development course annually.

1.5.1.7. Attend six sessions of informal faculty development training annually. The informal training can be department in-service or substitution of a formal course.

1.5.1.8. Develop and present one informal departmental training annually.

1.5.1.9. Nomination by department chair with concurrence of the Office of Academic Affairs.

1.5.2. Master Instructor. *The following criteria must be met prior to the award of a USAFSAM Master Instructor Certificate:*

1.5.2.1. Previously awarded a USAFSAM Senior Instructor Certificate.

1.5.2.2. Assigned to USAFSAM for a minimum of 24 months.

1.5.2.3. Conduct an additional 120 instructional hours as an instructor or conduct 30 additional instructional hours as an instructor supervisor after receiving the USAFSAM Senior Instructor Certificate.

1.5.2.4. Same as 1.5.1.5. - 1.5.1.9.

1.5.3. Requests for waivers concerning the above criteria must be fully justified in writing and forwarded to the Office of Academic Affairs for consideration. NOTE: Instructors previously awarded "Senior" or "Master" status from other Air Force or civilian schools must produce proof of presentation, be assigned to USAFSAM for a period of six months, receive at least one school evaluation of "Acceptable," and receive approval from the Office of Academic Affairs prior to the award of any USAFSAM instructor certification.

1.6. Instructors as Students. *Instructors who enroll in USAFSAM courses are placed in student status for the duration of the course. To maintain the security and integrity of the USAFSAM Testing Program, the Office of Academic Affairs is off limits to instructors*

in student status. Instructors should not be scheduled to perform teaching duties while in student status. Exceptions will be reviewed on a case by case basis.

1.7. Evaluation. See paragraph 5.2. Instructor Evaluation.

1.8. Out-processing. *Instructors leaving USAFSAM are required to out-process through the Office of Academic Affairs.*

1.8.1. Test Control Statement. *Instructors making a change of duty station are briefed not to remove controlled test material, booklets, test cards, etc., from the premises.* Signature of the Test Control Statement signifies agreement. Signature of the statement is witnessed by a member of the Office of Academic Affairs and retained on file for one year. Once the test control statement is signed and the out processing checklist initialed, the instructor is not allowed access to USAFSAM test materials.

1.8.2. Transcript Destruction. *Transcripts obtained by the Community College of the Air Force for inclusion in the instructor record are the property of the College and USAFSAM. All transcripts maintained in the instructor's official record must be turned in to CVA at the time of out-processing.* Per guidance from CCAF, transcripts will be destroyed by CVA when the instructor PCSs.

1.8.3. Outbrief. Each instructor, when out processing, is encouraged to express to the Director, Office of Academic Affairs, any suggestions, comments or concerns regarding his/her work relationship with the Office of Academic Affairs.

References:

CCAF Campus Relations Policies, Procedures, and Guidelines

AFI 36-2101, Classifying Military Personnel (Officers and Airmen), re T prefix

AFM 36-2236, Guidebook for Air Force Instructors

USAFSAM internal policy

2. Course Directors/Supervisors.

2.1. Policy. *The Dean, USAF School of Aerospace Medicine, is ultimately responsible for all Education and Training activities. The Associate Dean of Academic Affairs is responsible for all USAFSAM courses listed on the Education and Training Course Announcement web site (<http://hq2af.keesler.af.mil/etca.htm>), the overall supervision of the education program, and for providing administrative guidance and policy on educational matters.*

2.1.1. The Office of Academic Affairs (USAFSAM/CVA) is responsible for reviewing and approving all nominations for course director/supervisor. After an instructor has been initially certified as a course director/supervisor, no additional approval is necessary.

2.1.2. The Department Chair, Department of Education and Training (AT), nominates course directors/supervisors from departmental resources and provides administrative support to accomplish assigned teaching responsibilities. Submit appointment letters to the Office of Academic Affairs for review/approval prior to the effective class date to establish authorization for that individual to conduct course director/supervisor duties relative to curriculum development and testing functions. (Sample appointment letter available from CVA.)

2.1.3. A commissioned officer is assigned as course director for officer courses or mixed courses. A non-commissioned officer is assigned as course supervisor for mixed or enlisted courses. A civilian employee of equivalent grade may be a course director/supervisor. *The following minimum requirements are mandatory for all course directors/supervisors:*

2.1.3.1. Graduate of an approved instructor training program. NOTE: Personnel assigned to the Department of Aerospace Physiology may use the instructor training received at the end of their AFSC awarding course, together with completion of the one-week Instructional System Development (ISD) course, 3AIR3S200-004, to meet this requirement. If they cannot attend the ISD course, they must attend either Academic Instructor School (AIS) or the Basic Instructor Course (BIC).

2.1.3.2. Six months experience as a successful, full-time instructor at USAFSAM. (NOTE: USAFSAM/CC may waive this requirement for single course/single assigned Subject Matter Expert situations. This would be a temporary appointment as course director/supervisor pending completion of six months successful duty as an instructor. Written requests for waiver of six-month requirement may be submitted to USAFSAM/CVA.)

2.1.3.3. Course directors/supervisors must be degreed faculty.

2.2. Course Directors'/Supervisors' Orientation. *All newly appointed course directors/supervisors must attend a 30-minute orientation with an Instructional Systems Specialist (ISS) from the Office of Academic Affairs.* The course director/supervisor will

receive a copy of the *USAFSAM Course Director's/ Supervisor's Notebook* at this orientation and will have the opportunity to look over the notebook with the ISS.

2.3. Directors'/Supervisors' Forum. *The Course Directors'/Supervisors' Forum will be held at least quarterly.* This gives course directors/supervisors the opportunity to discuss current issues of concern and to be made aware of changes in policies and/or procedures which may affect their duties. *Attendance at the forum is mandatory for all course directors and supervisors.*

2.4. Course Director's/Supervisor's Notebook. The Office of Academic Affairs issues a USAFSAM Course Director's/Supervisor's Notebook to each newly appointed course director/supervisor during orientation. This notebook contains guidance and references required by course directors/supervisors to manage their courses. It was developed so course directors/supervisors would have answers to their questions "at their fingertips." The course director/supervisor is responsible for keeping the notebook up to date. Recent updates will be discussed at the quarterly Course Directors'/Supervisors' Forum. Copies of updated notebook items may be obtained from the ISS in charge of course director/supervisor orientation. The notebooks are the property of the USAFSAM and must be returned to CVA when course director/supervisor duties are relinquished or during out-processing.

2.5. Course Director/Supervisor Responsibilities.

2.5.1. Instructional:

2.5.1.1. Ensure currency and adequacy of all course instructional material according to AFI 36-2201, Developing, Managing, and Conducting Training. NOTE: The Instructional System Development (ISD) process is outlined further in AFM 36-2234, Instructional System Development, AFM 36-2236, Guidebook for Air Force Instructors, and AFH 36-2235, Information for Designers of Instructional Systems.

2.5.1.2. Review Lesson Plans to ensure that approved revisions or changes, if any, are posted and that all objectives are adequately reflected in the teaching steps.

2.5.1.3. Prepare the Class Schedule and distribute copies to the Office of Academic Affairs, Educational Support Division, and others as required.

2.5.1.4. Send letter with course testing dates to the Office of Academic Affairs prior to the class start date.

2.5.2. Administrative:

2.5.2.1. Coordinate classroom requirements with the Educational Support Division. Coordination must be accomplished prior to finalization of the USAFSAM Training Schedule for the fiscal year.

2.5.2.2. Provide administrative class time for enrollment functions and coordinate with Educational Support Division.

2.5.2.3. Provide administrative class time for the evaluation program briefing and coordinate with the Office of Academic Affairs.

2.5.2.4. Inform Educational Support Division of anticipated changes in student status at the earliest date.

2.5.2.5. Ensure that guest lecturers are invited in accordance with established procedures published in USAFSAMI 36-3, Guest Lecturer Program.

2.5.2.6. Coordinate necessary transportation support for curriculum-directed travel and initiate preparation of TDY orders and travel requests for students. The International Training Service will prepare TDY orders and travel requests for international students.

2.5.2.7. Prepare Education/Training Reports, AF Form 475, IAW AFI 36-2406, Officer and Enlisted Evaluation Systems, and reports of Continuing Medical Education IAW AFI 41-117, Medical Service Officer Education.

2.5.2.8. Develop a course director/supervisor checklist, which may be annotated or personalized, to include items unique to a specific course. File the completed checklist within the teaching department/division.

2.5.2.9. Complete and forward the Student End-of-Course Evaluation package IAW procedures outlined in section 5.4.1.

2.5.2.10. Direct questions regarding quota allocations or TDY-to-school funding to the Department of Administration (training quotas).

2.5.3. Student Monitoring:

2.5.3.1. Ensure that students are briefed at the beginning of each class about local policies, student responsibilities, and base support facilities. USAFSAM/CVA will brief the Student End-of-Course Evaluation Program.

2.5.3.2. Appoint a class leader to assist in identifying difficulties which class members may encounter (optional, but recommended for large enrollments).

2.5.3.3. Monitor the academic progress of students and inform them of their progress. Counsel, as necessary, document, and maintain USAFSAM Form 3, Course Supervisor's Counseling Record, on each student counseled.

2.5.3.4. Initiate disenrollment action when appropriate.

2.5.3.5. Refer student disciplinary problems, if any, to the appropriate authority for resolution.

2.5.4. Graduation Procedures:

2.5.4.1. Complete and coordinate Letter of Certification of Course Graduates and return to Educational Support Division immediately upon verification of grades.

2.5.4.2. Identify Honor Graduate and Distinguished Graduate(s) to Educational Support Division. (See section 8 of this handbook for selection criteria.)

2.5.4.3. Arrange for and conduct the graduation ceremony (not applicable for all courses).

2.5.5. International Student Management: (see also Section 9 herein)

2.5.5.1. Coordinate with Office of Academic Affairs for a time to administer the English Comprehension Level (ECL) exam to those students requiring testing.

2.5.5.2. Coordinate with International Training Service, Department of Graduate Medical Education, to make alternate arrangements for those international students who do not have a security clearance to attend classified portions of training.

2.5.5.3. Notify International Training Service of curriculum-directed travel requirements at least twenty-one days before the effective date of travel.

2.5.5.4. Inform International Training Service of any academic, disciplinary, medical, or other matters relating to international students.

2.5.6. Materiel Support:

2.5.6.1. Identify necessary course supplies and equipment to the Educational Support Division. Coordinate with them as to when and where instructional materials and audiovisual equipment will be required.

2.5.6.2. Requests for reproduction of student instructional materials should be submitted to Educational Support Division at least six weeks prior to class start date.

Reference:

AFI 36-2406, *Officer and Enlisted Evaluation Systems*
AFI 41-117, *Medical Service Officer Education*
USAFSAM internal policy

3. Career Development Courses (CDCs). The Office of Academic Affairs is the liaison between the Air Force Institute for Advanced Distributed Learning (AFIADL) and the USAFSAM for all CDC matters. This includes advising on processes, projects and issues related to writing, revising and maintaining CDCs in four Air Force specialty areas (Aerospace Medicine, Aerospace Physiology, Bioenvironmental Engineering, and Public Health). CVA schedules CDC writers to attend the AFIADL Course for Authors, monitors activities required and planned for each CDC and follows the status of manuscripts submitted to AFIADL.

References:

AFI 36-2201, *Developing, Managing, and Conducting Training*

AETCI 36-2203, *Technical Training Development*, Chapter 11 (Note: This AETC instruction is cited because AETC is the parent command of AFIADL. This instruction is one of AFIADL's governing regulations for CDC development.)

4. Course Management. *All education and training decisions are made using the Instructional Systems Development (ISD) process IAW Air Force guidance and this handbook.* The Office of Academic Affairs (CVA) maintains complete guidance and policy on course management processes including: new course proposals, course change requests, curriculum reviews, education plans, training standards, plans of instruction, student measurement, test development, and course announcements. All supervisors, directors, and instructors involved in course preparation, delivery, and assessment should be familiar with these requirements.

4.1. Utilization and Training Workshops (U&TWs). The functional and training communities conduct Utilization and Training Workshops to develop and review training programs within an Air Force Specialty, revise any existing documents for effective life-cycle training, and maximize utilization of personnel. This ensures currency and adequacy of all instructional material. Normally, courses with training standards (STS, CTS) will require U&TWs. *U&TWs are held at least every four years for each USAFSAM course requiring them.* They may be held more often if the amount and/or type of changes in the career field justify them. *All U&TWs **MUST** have representation (officer and/or enlisted) from at least two (and normally all) of the other core AFSCs represented at the school. The five core USAFSAM AFSCs are: Aerospace Medicine, Aerospace Nursing, Aerospace Physiology, Bioenvironmental Engineering and Public Health.*

4.2. Course Revision. *A USAFSAM Form 21, Course Change Request, is submitted to the Office of Academic Affairs to make changes to a course.* CVA will coordinate it with the appropriate offices and then the proposed change will be considered by the Curriculum Review Committee (CRC). The CRC has final review and approval authority of Course Change Requests and New Course Proposals, USAFSAM Form 23 (see paragraph 4.3.). The CRC is chaired by the Commander, USAFSAM, and is composed of the Vice Commander, USAFSAM; the department chairs for the Administration, Education and Training, Force Enhancement, and Graduate Medical Education Departments; the Associate Deans of Aerospace Medicine, Aerospace Nursing, Aerospace Physiology, Bioenvironmental Engineering, and Public Health; and the Director of Academic Affairs.

4.2.1. Course Change Request. Types of changes that require use of the Course Change Request include but are not limited to the following: title, prerequisites, incrementation (changes to number or dates of increments), course location, class size, class dates, number of classes, canceling or deleting a course or class, duration of a course (adding/deleting days), and required course support. For an approved Course Change Request, pen and ink annotations may be made to the Education Plan when the changes are minor; however, more extensive changes may require the development of a new Education Plan, Course Training Standard and/or Plan of Instruction. NOTE: A Course Change Request is not required to cancel classes that fail to meet the established minimum class size; these classes may be cancelled by e-mail coordination between the course director/supervisor, CVA, EAE, and EAM (AFTMS Program Manager). Changes that affect course content only, and do not affect any of the items

listed above, require coordination between the course director/supervisor and the Office of Academic Affairs only.

4.3. New Course Development. *All new course development must follow the Instructional System Development (ISD) process.* Exception to this policy requires a written waiver to AFPD 36-22, Military Training.

4.3.1. New Course Procedures Flowchart. When the need for a new course is identified, its requirement is analyzed, assessed, and validated through Air Force Materiel Command and the Air Force Medical Operations Agency (AFMOA). When the USAFSAM receives the request, a feasibility and cost analysis is performed and sent back to AFMOA. If AFMOA agrees to support it, USAFSAM calls for a Utilization and Training Workshop to decide the knowledge, skills, and level of training required to fit the need. The training program is then developed and implemented. CVA will provide copies of the new course flowchart upon request.

4.3.2. New Course Request Form. When the need for a new course is identified, a USAFSAM Form 23, New Course Proposal, is submitted to the Curriculum Review Committee (CRC) through the Office of Academic Affairs. Approval date must be within one year of the course going on line.

4.4. Course Control Documents. Course control documents include the Specialty Training Standard/Course Training Standard, the Education Plan, and the Plan of Instruction. *Course supervisors/directors are required to maintain copies of all of the course documentation for the courses they supervise.* This documentation makes up part of the permanent record for each USAFSAM course. Careful maintenance of course documentation ensures quality of instruction as well as course continuity. The majority of instructors are military members subject to deployment at any time; therefore, it is essential that course records be maintained so that a new instructor, supervisor, or director would be able to take over the course using only the records or documents left by his/her predecessor. CVA maintains original copies of all of the documents for each USAFSAM course in a six-part folder. Each course director/supervisor maintains duplicate copies of materials included in CVA's six-part folder for the course supervised. It is suggested, but not required, that these duplicates also be kept in a six-part folder. *The Instructional Systems Specialists (ISS) in CVA review course records with the course directors/supervisors once each year.* During this review, discrepancies in course documentation are noted, and a target date for correction of each discrepancy is established. NOTE: CVA can provide course directors and supervisors sample copies of all course control documents to aid in developing or revising these documents.

4.4.1. Education Plan. An Education Plan is the basic course control document. It includes program information, data concerning the system or equipment, program, event, or situation that originated the training requirement, and describes the training and programs required to satisfy the requirement.

4.4.2. Specialty/Course Training Standards. A Specialty Training Standard (STS) is part of the Career Field Education and Training Plan (CFETP). This is the primary document for training which identifies life-cycle education and training requirements. The STS drives all training included in the enlisted AFSC-awarding courses. The Course Training Standard (CTS) is a finalized control document that prescribes qualitative requirements of a formal course in terms of tasks, knowledge and proficiency levels. Only the tasks, knowledge and proficiency levels indicated in the training standard are to be included in the course. The training standards are used as a basis for development of Education Plans, Plans of Instruction (POI) and other training material for applicable USAFSAM courses. *Both the STS and the CTS serve as a contract between USAFSAM and external customers and are required for most USAFSAM courses.*

4.4.3. Plan of Instruction/Lesson Plans. *All Plans of Instruction (POI) will be developed IAW the Instructional System Development (ISD) process.* USAFSAM departments will develop a POI for each unit of instruction conducted except for the following:

- Residency courses
- Fellowship courses
- Courses developed and conducted exclusively for international personnel
- Courses conducted under the provisions of AFI 11-403, Aerospace Physiology Program, and AFI 26-2209, Code of Conduct Training
- Symposium and seminar-type courses. These courses require an agenda be submitted to USAFSAM/CVA two weeks before the class start date.

The Office of Academic Affairs is responsible for monitoring all POIs and lesson plans, approving all new or revised plans and providing specific guidance for following the ISD process.

4.5. Student Measurement. Refer to section 5.3. of this instruction for policies related to student measurement.

4.5.1. Development of Test Materials. *All USAFSAM courses listed on the Education and Training Course Announcement (ETCA) web site, (except for orientation, symposium, and seminar courses), require written, performance or oral testing of training standards.* Test materials will be developed IAW section 5.3. of this instruction.

4.6. Education and Training Course Announcements (ETCA). USAFSAM formal courses are listed on the Air Force Education and Training Course Announcements web site (<http://hq2af.keesler.af.mil/etca.htm>). Course directors/supervisors will prepare and submit a USAFSAM Form 24, Request for Change to Education and Training Course Announcements (ETCA)/Issuance of PDS Codes. After the form is received in the Office of Academic Affairs, an ISS will request a PDS code from HQ 2nd Air Force. The form will then be submitted to the Director of Academic Affairs for approval. Upon

approval, an ISS will input the ETCA information to the web-based ETCA system. A sample USAFSAM Form 24 may be obtained from CVA.

4.7. Handout Management. The Educational Support Division is responsible for handout management in the main academic building (bldg. 775). Chair, Department of Education and Training, is responsible for appointing handout monitors (HO) in writing to the Educational Support Division. Handout monitors notify the Educational Support Division of handouts to be ordered for their areas of responsibility at least **30 days** before class start date. Educational Support Division staff manage handouts as per their office operating instructions and reorder handouts when stock reaches minimal levels. The Education and Training Department Chair may request that the stock level be increased; however, storage space may be a limiting factor on these requests. Chair, Department of Education and Training, ensures review of all handouts annually from date of last review for the following factors: accuracy, currency, completeness of information, correct format, and necessity of handout.

References:

AF Policy Directive 36-22, *Military Training*
AFI 36-2201, *Developing, Managing, and Conducting Training*
AFM 36-2234, *Instructional System Development*
AFH 36-2235 (Vol. 1 - 11), *Information for Designers of Instructional Systems*
USAFSAM internal policy

5. Evaluation Program.

5.1. Responsibilities:

5.1.1. The Associate Dean of Academic Affairs establishes overall policy for the Evaluation Program.

5.1.2. The Director, Office of Academic Affairs:

5.1.2.1. Has specific responsibility for implementing the Evaluation Program.

5.1.2.2. Establishes procedures to insure that the program meets the intent of this instruction and that the results are fully utilized in the Instructional System Development process for the purpose of evaluation and improvement.

5.1.2.3. Establishes coordination and filing procedures for evaluations, insures that faculty and students are familiar with, and have the opportunity to participate in, the program and that feedback is provided.

5.1.3 Monitoring of the evaluation program and actions taken are the responsibility of all levels of management. Any actions to be taken should be accomplished, when possible, at the lowest level of management with the authority to do so. Department operating instructions establish monitoring responsibilities within each of the respective teaching departments.

5.2. Instructor Evaluation. The Office of Academic Affairs (CVA) enters newly assigned instructors into the instructor evaluation program, establishes annual school evaluation dates, and notifies the department Instructor Records Monitor when annual evaluations are due. (NOTE: In cases where records monitors are USAFSAM faculty, they must be fully qualified faculty [i.e., have completed formal instructor school, teaching practicum, and their degrees].) CVA initiates an instructor record (USAFSAM Form 6, Instructor Record) for each newly assigned instructor and forwards that record to the department Instructor Records Monitor.

5.2.1. Each first-year USAFSAM instructor, whether military or civilian, receives two departmental evaluations (per the USAFSAM teaching practicum) and one USAFSAM annual evaluation (scheduled by CVA). Each successive year, instructors receive one departmental evaluation and one USAFSAM evaluation until they achieve Master Instructor status. Master Instructors receive only the annual school evaluation scheduled by CVA.

5.2.2. Departmental Evaluation. A departmental evaluation is defined as an internal measurement of an instructor's classroom effectiveness conducted by a qualified individual usually assigned to the same department. Initial Instructors will be evaluated by at least a Senior Instructor. Senior Instructors will be evaluated by Master Instructors. Comments are recorded on USAFSAM Form 18, Instructor Evaluation, and

forwarded through the instructor's supervisor to the Department Chair. Designated department personnel will record dates departmental evaluations are accomplished and return the USAFSAM Form 18 to the department Instructor Records Monitor. Departmental evaluations will be scheduled by the teaching department and must be performed prior to the annual school evaluation performed by CVA.

5.2.3. Any instructor receiving an "Unacceptable" rating must be re-evaluated monthly by departmental evaluators until he/she receives three consecutive "Acceptable" ratings.

5.2.4. USAFSAM Annual Evaluation. The USAFSAM Annual Evaluation is defined as an annual measurement of an instructor's classroom effectiveness.

5.2.5. The USAFSAM annual evaluation is scheduled by CVA and conducted by an Instructional Systems Specialist from that office.

5.2.6. USAFSAM annual evaluations are conducted annually during the anniversary month of the instructor's completion of formal instructor training such as AIS or BIC.

5.2.7. Teaching department POCs (normally the superintendents or records monitors) will provide CVA with 2-3 teaching times together with appropriate POI pages and/or lesson plans for instructors scheduled for evaluation. The CVA evaluator will select from these options and perform the annual evaluation.

5.2.8. CVA evaluators will accomplish evaluations on USAFSAM Form 18, Instructor Evaluation. Evaluators will meet with instructors as soon as possible following the evaluation to discuss the evaluation. During this meeting, the instructor will be given the USAFSAM Form 18 to sign and to take to his/her supervisor and department chair for approval/signatures. The form will then be routed to CVA.

5.2.9. CVA will review records of all instructors receiving an overall rating of "Unacceptable" on the USAFSAM Form 18, Instructor Evaluation.

5.2.10. Any instructor receiving an "Unacceptable" rating on a USAFSAM annual evaluation will be placed on probation and must be re-evaluated monthly by CVA personnel until he/she receives three consecutive "Acceptable" ratings.

5.2.11. CVA will reschedule challenged annual evaluations following a review of the instructor's record and written justification submitted by the instructor's supervisor.

5.2.12. CVA will enter the annual evaluation into the instructor's record and perform an annual records review. When completed, CVA will return records to the appropriate department Instructor Records Monitor.

5.3. Student Evaluation.

5.3.1. Policies.

5.3.1.1. Testing Materials. All USAFSAM courses listed in the Education and Training Course Announcement (ETCA) (except for orientation, symposium, and seminar courses) require written, performance, or oral testing.

5.3.1.2. Time allotted for administering written tests and test critiques is shown in the Plan of Instruction (POI). Passing scores are shown on USAFSAM Form 5, Test Profile. Course personnel, with the assistance of the Office of Academic Affairs (CVA), determine the proper times for administering the measurement devices. Frequent measurement is encouraged for early identification of students in need of special assistance. Subject tests should be developed on the basis of specific subject matter areas rather than a predetermined time period.

5.3.1.3. The ability to respond to specific items on an evaluation instrument should require, as nearly as possible, the same kind of decisions, knowledge, or activities needed in performing the actual job for which the student is being trained. Design questions to appropriately measure the proficiency levels on the course training standard (CTS) and specialty training standard (STS).

5.3.1.4. Each test item should set up realistic situations that measure specific knowledge or performance relative to the objectives. Because criterion objectives specify the precise behavior to be exhibited, the condition under which the behavior will be accomplished, and the minimum standard of acceptable performance, a student's achievement is determined by criterion referenced testing.

5.3.1.5. Performance tests are used when they appropriately measure the objective and can be accomplished economically in terms of time, personnel, and other resources.

5.3.1.6. Use multiple-choice-type criterion referenced objective examinations when it is practical for the material being tested. At least four alternate choices are desired with each item. Problem type scenarios, matching, true-false, short answer, oral, or essay examinations may be used when they measure achievement of objectives more effectively.

5.3.1.7. Each student must complete all subject tests and achieve the minimum grade approved on USAFSAM Form 5, Test Profile. A retest will be given to students who fail their first graded measurement (written or performance test). The course supervisor will determine actions necessary to aid the student before retesting and will document counseling. The student must pass the retest before testing on the next subject of instruction.

5.3.1.8. For students who fail graded measurements (written or performance) the policy will be as follows:

5.3.1.8.1. Students will be placed on academic probation after their first test failure. The notice of probation must be in writing and acknowledged by the course supervisor and the student on probation.

5.3.1.8.2. In courses with eight (8) or fewer tests, a disenrollment package must be initiated on any student failing a second test.

5.3.1.8.3. In courses with nine (9) or more tests, a disenrollment package must be initiated on any student failing a third test.

5.3.1.8.4. A disenrollment package must be initiated on any student failing a retest (i.e., a student fails a test and then fails the retest).

5.3.1.8.5. If a student fails a test and passes the retest, the minimum passing score for the retest will be recorded regardless of the actual passing score.

5.3.1.8.6. During the counseling session following a test failure, remedial instruction must be offered to the student; however, the student is not required to have remedial instruction and may refuse it. This counseling session must be documented on USAFSAM Form 3, Course Supervisor's Counseling Record. (NOTE: Course Supervisors may require a student to attend supervised study at any time during a course.)

5.3.1.8.7. Academic disenrollment packages are initiated by the teaching department, coordinated with the Registrar, and approved or disapproved by the Director, Academic Affairs. Disenrollment packages must be presented to the Office of Academic Affairs within two duty days of the relevant test failure.

5.3.1.9. The final course grade is the average of percentage scores attained on written and performance tests (if scored on a percentage basis). Record grades of satisfactory (S) or unsatisfactory (U) for courses using pass or fail performance tests.

5.3.1.10. Tests will not be reaccomplished simply to scramble or to re-sequence items. Unless changes occur in course curriculum, the test items should be thoroughly analyzed for effectiveness before replacing or rewriting the items. All test revisions require CVA approval.

5.3.1.11. Tests should be constructed so that the students may progress from least difficult to most difficult material within each subject or unit of instruction.

5.3.1.12. Test critiques will be conducted by one or more qualified instructors on all test results, focusing attention on criterion objectives, re-teaching, and emphasizing areas of weakness. Questions may not be deleted during the critique. Questions may be deleted for scoring purposes; however, this must be approved by the Office of Academic Affairs.

5.3.2. Objectives. The primary purpose of student measurement is to ensure each student achieves objectives prescribed in course control documents before graduating. In addition, objectives are to:

5.3.2.1. Identify students early who fail to obtain objectives and need special assistance or more training.

5.3.2.2. Inform students of progress in attaining course objectives, stimulate effective learning, review knowledge and skills to reinforce behavioral changes and aid in retention.

5.3.2.3. Ensure students meet the performance requirements:

5.3.2.3.1. Identified by using agencies.

5.3.2.3.2. To obtain separate agency certification when required.

5.3.2.4. Provide data for:

5.3.2.4.1. Determining teaching and learning effectiveness and improving the instructional system.

5.3.2.4.2. Maintaining quality control.

5.3.2.4.3. Establishing a permanent record of each student's achievement in the course.

5.3.3. Responsibilities.

5.3.3.1. The Office of Academic Affairs will:

5.3.3.1.1. Set up basic policy, provide guidance, and oversee the student measurement program.

5.3.3.1.2. Ensure that all personnel with access to test materials are briefed on their responsibilities and sign USAFSAM Form 22, Test Control Statement, during in-processing to and out-processing from USAFSAM.

5.3.3.1.3. Review completed tests for correlation of test items with criterion objectives. Reconcile discrepancies between the two with the course director/ supervisor involved.

5.3.3.1.4. Approve written tests, performance checklists, or other appropriate testing methods.

5.3.3.1.5. Keep a file of selection test items for each test.

5.3.3.1.6. Keep a file of approved performance checklists.

5.3.3.1.7. Publish examinations on test items submitted 15 duty days before the test is to be given.

5.3.3.1.8. Issue test material to authorized personnel only.

5.3.3.1.9. Process student answer sheets for computer scoring.

5.3.3.1.10. Review computer printouts for analysis of test item indices.

5.3.3.1.11. Give each test grade report to the course supervisor or test monitor.

5.3.3.1.12. Give final grade reports for 3-level courses to the Registrar.

5.3.3.2. Course directors/supervisors will:

5.3.3.2.1. Make sure instructor staff are fully conversant with objectives and procedures used in the student measurement program.

5.3.3.2.2. Ensure each guest lecturer reviews criterion objectives and test questions before teaching.

5.3.3.2.3. Obtain approval from the Office of Academic Affairs to submit new test items. New test items will be accepted only if a justification for the revision is approved.

5.3.3.2.4. Provide the Office of Academic Affairs typed test items (include the objective being tested, the course or specialty training standard reference, the proficiency code, and the plan of instruction reference).

5.3.3.2.5. Send two copies of performance checklists to the Office of Academic Affairs for approval. (One to be retained in the test files and one to be returned to the course director/supervisor.)

5.3.3.2.6. Ensure appropriate measurement is accomplished for all course objectives, and tests are administered at proper phases within the curriculum.

5.3.3.2.7. Review test item analysis, discuss problem areas with instructors, and take appropriate corrective action when needed.

5.3.3.2.8. Submit test item changes to the Office of Academic Affairs at least 15 duty days before testing.

5.3.3.2.9. Control test items as outlined in paragraph 5.3.6.

5.3.3.2.10. Ensure instructors pick up test materials not earlier than one duty day before the test is to be used. Secure tests as outlined in paragraph 5.3.6.

5.3.3.2.11. Collect test booklets and marked answer sheets and return to the Office of Academic Affairs after completing testing. Test materials should be returned the same day that the test is given. (Tests given during the last class period may be returned the next duty day.)

5.3.3.2.12. Identify students requiring remedial instruction and provide comprehensive remedial training on that subject, unless the student specifically refuses the remedial training on USAFSAM Form 3, Course Supervisor's Counseling Record.

5.3.3.2.13. Prepare a schedule of all class tests, desired version (A or B), and the dates the tests are to be given. Send this schedule to the Office of Academic Affairs at least ten (10) duty days before the class start date.

5.3.3.3. Instructors will:

5.3.3.3.1. Identify challenged students as early in the course as practicable and provide additional instruction as appropriate to help them succeed.

5.3.3.3.2. Recommend disenrollment to the course supervisor if remedial instruction and retesting were not successful.

5.3.3.3.3. Computer Systems Support Division will provide computer support for the student measurement program.

5.3.4. Written Tests.

5.3.4.1. Written tests are identified with the course number, title, and publication date on the first page, and are serially numbered. The tests are used to determine subject or task knowledge attained. The difficulty, complexity, and hours of instruction necessary to attain an objective are assessed to find the number of test questions needed for each objective. To ensure no student is removed from training due to an invalid test, each written test will contain enough items for one to be reasonably assured of the student's achievement level and applicable knowledge of the objectives.

5.3.4.2. At least two written tests will be developed for each measurement area in a course to prevent compromise. Each alternate test will cover 100% of the objectives in the subject being tested. No more than 25% of the questions can be repeated on an alternate test.

5.3.4.3. Examiner's instructions, provided by the Office of Academic Affairs, will be used for administering the written test.

5.3.4.4. Written test administration and critique time should be commensurate with the test complexity.

5.3.4.5. Students should leave the room after completing the test and submitting testing materials to the examiner. Students who leave the room may not re-enter until all students have completed the test and testing materials have been secured.

5.3.4.6. The teaching department and the Office of Academic Affairs establish passing standards for each written test.

5.3.4.7. Tests are critiqued and students are told their grades as soon as practical after administration. Copies of the test may be returned temporarily to students for their review during the critique. Care must be taken to reduce test compromise during critique sessions.

5.3.4.8. Computer scored printouts are used for written test item analysis. The course supervisor will review the test data analysis on the computer printout as soon as possible following test administration. Comments from the course director/supervisor should contain statements concerning validity of questions, adequacy of instruction, or actions on items deemed necessary for revision.

5.3.4.9. Progress checks are used to check the day-to-day learning process. They are not part of the recorded measurement program; therefore, grades are not required. Unsatisfactory results in these day-to-day efforts indicate a need for special assistance.

5.3.5. Performance Tests.

5.3.5.1. Performance tests are used to evaluate achievement of criterion objectives requiring task completion. Instructors conduct performance tests by evaluating each student on each criterion objective referenced or listed on a criterion checklist. Performance tests may be the sole means for evaluating a task knowledge described in a performance objective.

5.3.5.2. Students must use the technical data identified in the criterion objectives when performing as part of a group. The instructor rates each student according to individual performance and participation in the group. Effort should be made to let each student perform each function of the group task.

5.3.5.3. After the student satisfactorily performs all elements on the performance checklist, the instructor will sign the checklist. The checklist will be scored either as satisfactory (S) or unsatisfactory (U). A percentage score may be assigned if results are used in computing class averages. Results of performance tests must be reported to the Office of Academic Affairs within one duty day.

5.3.5.4. Report cancellation or delay of performance testing to the Office of Academic Affairs.

5.3.5.5. A disenrollment package will be initiated if a student cannot attain a satisfactory score on a performance test after individual assistance and practice. (See paragraph 5.3.1.8.7.)

5.3.6. Control of Test Materials. The Office of Academic Affairs will:

5.3.6.1. Store written tests, completed answer sheets, individual test items, test item analyses, and test keys in a locked storage cabinet or other comparable secure area.

5.3.6.2. Restrict access of controlled materials to staff members of each teaching department and other people authorized by the Office of Academic Affairs.

5.3.6.3. Ensure pertinent details are entered on AF Form 614, Charge Out Record, when a test is removed from the Office of Academic Affairs.

5.3.6.4. Ensure the test administrator examines the test booklets for missing pages, removes pencil marks, and returns booklets in numeric sequence to the test custodian. The date returned, test administrator's initials, and test custodian's initials on AF Form 614 show all issued test materials have been returned.

5.3.6.5. Keep a minimum supply of reserve stock of written tests.

5.3.6.6. Suspend use of a compromised or suspected compromised test until an assessment is made and corrective action is taken.

5.3.6.7. Hand-carry testing documents to and from reproduction services in a red folder marked "Controlled Item - Test Material." Enter "Controlled Item - Test Material" on the Duplicating Request Form when requesting reproduction of testing materials. Teaching department personnel will hand-carry testing documents to and from the Office of Academic Affairs.

5.3.6.8. Brief department chairs, superintendents, and course directors/supervisors of their responsibility to assure the security of all testing materials signed out. Testing materials must be secured in a locked cabinet or desk at all times except when course personnel are working with them.

5.3.7. Disposition of Documentation. The Office of Academic Affairs will destroy outdated written tests, test profile forms, test item forms, and related test materials not later than 10 days after the implementation date of the replacement test or the course deletion date. Immediately destroy loose pages remaining after written tests are assembled. Destroy completed answer sheets after the class graduates, unless required for specific projects. Destroy test questions, booklets, or completed answer sheets by using a shredder (or paper cutter) to cut strips not more than ¼ inch wide. Any equally effective means of destruction is also acceptable.

5.4. Program Evaluation. Training evaluation provides the basis for determining the quality of training. Evaluations are conducted as a part of the Instructional System Development process to examine the effectiveness and efficiency of the training program.

5.4.1. End-of-Course Evaluation. The End-of-Course Evaluation Program is an internal management tool established to obtain students' evaluations of the courses offered by the USAFSAM. This program provides a mechanism for obtaining students' perceptions of the quality of instruction provided by the school as a part of the overall program evaluation required by accrediting bodies. It provides customer feedback as a function of the Quality Air Force program.

5.4.1.1. End-of-course evaluations are mandatory for all courses listed on the Education and Training Course Announcement (ETCA) web site (<http://hq2af.keesler.af.mil/etca.htm>). Time for administering these evaluations, normally one hour, must be accounted for in the Education Plan, Plan of Instruction, and applicable Lesson Plan. Instructors may use internal evaluation forms for specific blocks of instruction; however, USAFSAM Form 7, End-of-Course Evaluation, must be used for the overall end-of-course evaluation. In addition, USAFSAM Form 14, Base Support Activity, should be made available to all students completing USAFSAM courses. The course supervisors should forward the completed Base Activity Forms directly to the USAFSAM First Sergeant.

5.4.1.2. Supervisory judgment determines the validity of student comments. Adverse remarks are to be considered indications of areas in need of further investigation rather than evidence that the indicated deficiencies actually exist. When substantial trends concerning curriculum, course length, and student evaluation become evident, investigation and resolution will be jointly discussed by representatives of the Office of Academic Affairs (CVA) and the respective teaching division. Decisions and resulting actions will be documented in a cover letter to the critique summary and will be placed in the official course folder (6-part folder) maintained in CVA.

5.4.1.3. All course evaluations will be processed through the offices shown in the sample available from CVA. Personnel reviewing critiques may ask for additional information, attach recommendations, or add comments designed to improve the effectiveness or validity of the program. Students' evaluations will be retained by CVA for a period of one year, until the annual course review is accomplished, or until the need no longer exists. Staff Summary Sheets pertaining to the end-of-course evaluations will be retained in the respective official course folders indefinitely. When space no longer permits retention in the course folder, older summary sheets will be placed in the course's historical folder maintained by CVA.

5.4.1.4. Procedures.

5.4.1.4.1. The Office of Academic Affairs will:

5.4.1.4.1.1. Brief all classes on the USAFSAM Evaluation Program and its objectives during the initial course orientation. This briefing will cover both the internal (end-of-course), and external (direct mail questionnaires and field evaluation visits) portions of the evaluation program. Students will be assured that they may submit signed evaluations without fear of prejudice or reprisal. (A Statement of Non-Attribution is printed on USAFSAM Form 7, End-of-Course Evaluation.)

5.4.1.4.1.2. Scan all completed end-of-course evaluation forms and provide a statistical summary and bar graph to the course supervisor.

5.4.1.4.1.3. Review completed staff summary sheets and attached evaluations, discuss trends or indicated areas in need of further investigation with respective course directors/supervisors and/or division chiefs and department chairs, recommend action to be taken, if any, and monitor until action is documented as completed.

5.4.1.4.1.4. Forward reports to USAFSAM/CV.

5.4.1.4.1.5. Maintain copies of the original staff summary sheets in the official course folders, and maintain the End-of-Course Evaluation forms in the evaluation folder for each course. At the end of the specified retention period for the evaluation forms, they will be offered to the teaching department. If not needed by that department, they will be destroyed. The staff summary sheets will be retained in the official course folders as long as space allows and will then be filed in the courses' historical files.

5.4.1.4.2. Course directors/supervisors will:

5.4.1.4.2.1. Schedule time in the course orientation for the CVA briefing on the Evaluation Program, and provide CVA with a copy of this schedule.

5.4.1.4.2.2. Schedule sufficient time at the end of each course for students to complete the end-of-course evaluations. Evaluations should be scheduled far enough in advance of graduation to allow sufficient time to debrief students, as applicable. When feasible, course supervisors will brief students on the disposition of their evaluation comments.

5.4.1.4.2.3. Pick up evaluation forms from CVA prior to the end-of-course evaluation session, and take completed evaluation forms to CVA for scanning.

5.4.1.4.2.4. Analyze comments and data from the end-of-course evaluations and prepare the evaluation summary on AF Form 1768 IAW the sample available from CVA. *The completed evaluation package should contain the following items:*

- *staff summary sheet*
- *statistical summary and graph*
- *class schedule*
- *end-of-course evaluation forms*

5.4.1.4.2.5. Forward to the International Training Service one copy of any evaluation form submitted by an International Student.

5.4.1.4.2.6 Forward completed USAFSAM Forms 14, Base Support Activity, to the USAFSAM First Sergeant.

5.4.1.4.3. Education and Training Department Chair will:

5.4.1.4.3.1. Determine routing procedures within that department, ensure that all designated personnel review the accumulated evaluations, and take action to resolve any deficiency within their immediate area of responsibility.

5.4.1.4.3.2. Notify CVA of any curriculum or testing item requiring immediate attention or elevation to higher authority.

5.4.1.4.3.3. Insure the evaluation package is forwarded to USAFSAM/CVA within 10 working days following class graduation.

5.4.2. Direct Mail Questionnaires. *The Office of Academic Affairs sends Direct Mail Questionnaires (DMQs) to graduates of all USAFSAM courses listed in the Education and Training Course Announcement (ETCA), (excluding symposia, seminars and agenda type courses).* DMQs are mailed out within four to six months after graduation to course graduates and the graduates' supervisors. Returned questionnaires are scanned in CVA and an analysis is provided to the course supervisor, division chief, department chair, and USAFSAM CC/CV. DMQ reports are retained in active files for three years and in inactive files indefinitely.

5.4.3. Field Evaluation Visits. Field evaluation visits (FEVs) are for all courses listed in the Education and Training Course Announcement (ETCA). Depending upon staffing and funding, *USAFSAM/CVA conducts at least four FEVs per fiscal year at CONUS installations.* A representative from CVA conducts interviews with USAFSAM course graduates from the previous fiscal year and with the graduates' supervisors. Course supervisors, division chiefs, or other USAFSAM leadership may accompany CVA on field evaluations. CVA issues a report on the visit and circulates it throughout the schoolhouse. CVA also prepares a response letter for USAFSAM/CC to the field site visited. FEV reports are retained in active files for three years and in inactive files indefinitely.

5.4.4. Maintenance and Disposition of Forms. End-of-Course Evaluation Forms will normally be maintained in CVA for one year. If a course runs annually or every other year, forms will be maintained until replaced by forms from a more current course offering. CVA will retain returned Direct Mail Questionnaires in active files for one year and in inactive files indefinitely. Field Evaluation Interview Guides will be filed by CVA with the FEV report in active files for one year and in inactive files indefinitely.

USAFSAM/CCQ personnel will hand carry Base Support Activity forms CCQ needs to complete for appropriate disposition.

5.4.5. Annual Evaluation Summary Report. CVA will prepare, NLT 31 January of each year, an annual report as a summary of all the evaluation activities for all courses for the previous fiscal year. Trends will be analyzed and reported and suggested corrective actions provided. Annual summaries of all feedback reports (End-of-Course Evaluations, DMQs, field evaluation visits, other) will be retained in active files for three years, and in inactive files indefinitely.

5.4.6. Forms Prescribed.

USAFSAM Form 3, Course Supervisor's Counseling Record

USAFSAM Form 5, Test Profile

USAFSAM Form 7, End-of-Course Evaluation

USAFSAM Form 14, Base Support Activity

USAFSAM Form 15, Field Evaluation Interview Guide-Supervisors of Enlisted Graduates

USAFSAM Form 16, Field Evaluation Interview Guide-Supervisors of Officer Graduates

USAFSAM Form 17, Field Evaluation Interview Guide-Graduates

USAFSAM Form 22, Test Control Statement

USAFSAM Form 31, Test Card

References:

AF Policy Directive 36-22, *Military Training*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFM 36-2234, *Instructional System Development*

AFH 36-2235, Volume 9, *Information for Designers of Instructional Systems*

USAFSAM internal policy

6. Distance Learning. *Distance Learning at USAFSAM is governed by the policies and procedures as identified in the USAFSAM Distance Learning Management Implementation Plan. The USAFSAM Distance Learning Integration Team (DLIT), chaired by the distance learning manager, oversees the selection, development, conversion, and deployment of USAFSAM courses to a distance learning environment. The DLIT will review, approve, prioritize and recommend all courses nominated for conversion to or development as distance learning.* The Team's recommendations will then go to Academic Affairs, where policies and procedures for resident courses will be applied as prescribed in section 4 of this handbook. For courses being converted to distance learning format from classroom format, the Instructional Systems Specialists must ensure all levels of learning and objectives identified in the course documentation are being met by the distance learning format selected.

6.1. Air Force Institute for Advanced Distributed Learning (AFIADL). *The USAFSAM and AFIADL have entered into a Memorandum of Agreement (MOA) for management, distribution, and testing for USAFSAM distance learning courses that require controlled testing.*

6.1.1. AFIADL will recommend course numbers and course categories that conform to the Course Development, Student Administration, and Registrar (CDSAR) system. USAFSAM will provide the required information for establishing course categories using a checklist provided by AFIADL. AFIADL will provide storage, packaging, and initiate distribution for USAFSAM distance learning courseware within 6-8 weeks of receipt of masters. AFIADL will manage course edition, course activation, and deactivation in coordination with USAFSAM. USAFSAM will enter course description and enrollment requirements onto the Education and Training Course Announcements (ETCA) Web Site.

6.1.2. USAFSAM will provide a course description for the AFIADL course catalog.

6.1.3. The Air University Registrar will enroll students, provide transcript service and/or certificates/diplomas for course completion. AFIADL will provide administrative "help desk" services to all enrolled students. USAFSAM will provide a "help desk" function for course content and/or academic questions. USAFSAM, in coordination with AFIADL, will provide an end of course survey to evaluate course content and delivery that will be returned directly to USAFSAM by the students.

6.2. Test Administration.

6.2.1. For courses managed by AFIADL, USAFSAM will use paper-based testing in accordance with AFIADL standards. Tests will be requested through and administered by local Base Education Services Offices. USAFSAM will provide AFIADL with two equivalent versions of each exam per course, and all required documentation in accordance with established standards and procedures. A request to use proctored electronic testing must be approved by AFIADL in advance. Approval to use electronic

testing will be based on an assessment of the capabilities of the test control facilities to administer such tests.

6.2.2. For distance learning coursework that is managed within USAFSAM, paper-based testing will follow CVA guidelines and standards. Tests will be requested through and administered by local Base Education Offices until such time as "on-line" testing becomes a reality.

References:

DoD Strategic Plan for Advanced Distributed Learning, 30 April 1999
AFPD 36-22, Military Training
AFI 36-2201, Developing, Managing and Conducting Training
AFM 36-2234, Instructional System Development
AFH 36-2235, Information for Designers of Instructional Systems
Distance Learning Manager's Handbook, Air Force Distance Learning Office, 1995
USAFSAM Distance Learning Management Implementation Plan
USAFSAM internal policy

7. Disqualification and Disenrollment Procedures. *Students may be disenrolled from USAFSAM courses for either Administrative or Academic reasons. Administrative disenrollments are approved by the Chair, Education and Training Department. Academic Disenrollments are approved by the Director, Academic Affairs.* The procedures for accomplishing these actions follow. (Note: Disenrollment from graduate medical education programs is IAW separate Air Force Instructions.)

7.1. Administrative Disenrollments. USAFSAM students may be administratively disenrolled from training for any of the following reasons:

7.1.1. Unsuitability: Demonstrated behaviors that preclude participation in required training and/or successful accomplishment of duties and responsibilities of a particular career field. This includes, but is not limited to, such factors as moral/ethical attitudes and beliefs, conscientious objections, and erroneous enlistment that was not the result of fraudulent conduct on the part of the member, etc.

7.1.2. Recall by Parent Unit or Home Country: Withdrawal of a student due to illness, death and/or other family emergencies. Family emergencies, other than for international students, must be verified by the Red Cross.

7.1.3. Lack of Adaptability: Demonstrated inability to adapt or display the necessary physical, psychological, or personality traits desired or required for completion of a course. This includes a lack of personal capacity and inclination, either natural or acquired, to adapt to military relationships, customs, and responsibilities. This requires proper evaluation by appropriate medical agencies in addition to training personnel.

7.1.4. Disciplinary Action: Action taken by the Squadron Section Commander or higher authority in which punitive measures preclude the student from continuing in training. This would include defective attitude, improper conduct, lack of responsibility toward assigned duties or continued military service, failure to maintain military standards, and/or other character disorders over which the student has control and which raise doubts about fitness for continuation in training. A letter from the Squadron Section Commander or higher authority will be attached to USAFSAM Form 1.

7.1.5. Misconduct: Students who indicate, through either words or actions, the willful intention not to satisfactorily participate in or complete the school's academic requirements. Also included are activities that might have resulted in test compromise and cheating on tests.

7.1.6. Excessive Absence: Absence from school for any reason which precludes successful completion of training. Length of acceptable absence is determined by the course supervisor with the concurrence of the chairman of the department. Additionally, each course supervisor may identify "critical" lessons which, if missed by the student, may be grounds for administrative disenrollment.

7.1.7. Manifestation of Apprehension: (For hyperbaric/hypobaric chamber, fear of blood and medical survival training only.) Exhibited apprehension that impairs the student's ability to satisfactorily participate in required training. In the absence of other physical impairments, the appropriate medical authority must consider the student physically qualified for training. Therefore, the student's fitness for continued training is an operational rather than a medical decision.

7.1.8. Medical: Loss resulting from a medical problem that renders a student incapable of meeting training requirements or medical standards for the particular course of instruction. This requires proper evaluation and documentation by appropriate medical agencies.

7.1.9. Incomplete: Students with temporary medical problems, who are unable to participate in survival and/or physiological training, will be placed on ineffective/incomplete status. With the concurrence of the Chairman, Department of Education and Training and EAE, students may return to complete missed units of instruction. IAW AFI 11-403, Air Force Aerospace Physiological Training Program, para 37, students must complete hyperbaric/hypobaric courses within 90 days after being placed on ineffective status. Students who do not complete within 90 days will be disenrolled without prejudice. Students placed on ineffective status for reasons other than hyperbaric/hypobaric chambers, "Must complete date" will be determined on a course by course basis.

7.1.10. Self-Imposed Disenrollment: The loss resulting from a student's written request for disenrollment. (Applies to HSW Graduate Medical Education Programs only.) Process IAW AFI 41-117, Education Programs for Medical Services Officers. In all other cases, refusal to participate in or complete the School's academic program is grounds for disenrollment due to misconduct.

7.1.11. Other: Removal from training upon direction of higher headquarters, including selection for special assignment, acceptance for OTS or the Air Force Academy, changes in the Trained Personnel Requirements (TPR), or any administrative action which precludes the student continuing in training.

7.1.12. The Course Director/Supervisor will:

7.1.12.1. Notify Educational Support Division (EAE) of pending disqualification.

7.1.12.2. Ensure that all possible actions are taken to rectify any discrepancy that may disqualify a student from entering training before final recommendation for non-enrollment is made. This may require assistance from EAE and other offices.

7.1.12.3. Notify the student's MAJCOM and parent unit of pending disqualification.

7.1.12.4. Inform student that action is being taken to disqualify student from training.

7.1.12.5. Complete Item 1 and Section I, USAFSAM Form 1. Item 12 should include a brief statement recommending that the student not be enrolled in training, the discrepancy that disqualified the student from entering training, and any actions that were taken in an attempt to rectify the discrepancy.

7.1.12.6. After completion of Section IV, hand-carry USAFSAM Form 1 with all attachments to the Educational Support Division.

7.1.12.7. After the disqualification action has been approved, inform the student of disqualification, ensure all school property has been returned, and refer the student to the Educational Support Division.

7.1.12.8. The Career Field Manager, or designated representative, will prepare a statement (enlisted students only) reflecting concurrence/nonconcurrence with the course supervisor's remarks and recommendations. (Section I, Item 12, USAFSAM Form 1)

7.1.13. The Chair, Department of Education and Training will:

7.1.13.1. Examine all aspects of student disqualification.

7.1.13.2. Review all steps taken to rectify the discrepancy.

7.1.13.3. Ensure compliance with ETCA and this handbook.

7.1.13.4. Mark Section III, N/A.

7.1.13.5. Complete Section IV, USAFSAM Form 1.

7.1.14. The Educational Support Division (EAE) will:

7.1.14.1. Assist the course director/supervisor, as required.

7.1.14.2. Refer TDY students to TMO.

7.1.14.3. Notify the Squadron Commander (CCQ) of cross-trainee, Pipeline and PCS with TDY enroute student's disqualification. Prepare a letter to 311 ABG/DPEET stating the circumstances of the disqualification and attach the letter to the USAFSAM Form 1 package. USAFSAM/CCQ will be notified when USAFSAM Form 1 package is complete.

7.1.14.4. Refer cross-trainees, PCS with TDY enroute and Pipeline students to USAFSAM/ CCQ.

7.1.14.5. Prepare appropriate notification and distribute reports IAW Attachment 1.

7.1.14.6. Maintain and dispose of reports IAW AFMAN 37-139.

7.1.15. HQ Squadron Section (CCQ) will:

7.1.15.1. Interview student and review disqualification package for pertinent information regarding future training of student.

7.1.15.2. Prepare letter for 311 ABG/DPEET recommending whether student should be considered for further training.

7.2. Academic Disenrollments: Students are academically disenrolled from USAFSAM courses for

7.2.1. Academic Deficiency: Failure to maintain required academic standards.

7.2.2. The Course Director/Supervisor will:

7.2.2.1. Determine that an academic disenrollment is required IAW section 5.3. of this handbook.

7.2.2.2. Notify EAE of pending academic disenrollment.

7.2.2.3. Brief student of academic disenrollment:

7.2.2.3.1. Inform student that academic disenrollment action is being initiated giving specific reason(s).

7.2.2.3.2. Explain academic disenrollment procedures to the student.

7.2.2.3.3. Inform the student that he/she must continue class attendance until a decision is made on the disenrollment action. The chairman of the department initiating the disenrollment may have a student removed from class if the student is considered to be a disruptive influence.

7.2.2.3.4. Inform the student a statement explaining or mitigating the circumstances may be attached to the USAFSAM Form 1.

7.2.2.3.5. Inform the student he/she may request an appointment with the appropriate chain of command within the Department of Education and Training.

7.2.2.4. Complete Item 1 and Section I, Item 2-1 5, USAFSAM Form 1. Item 12 will include:

7.2.2.4.1. For active duty Air Force pipeline students, write a RECOMMENDED MESSAGE TO MPC. (In the message include areas in which the student demonstrated a weakness, i.e., math, chemistry, science, etc.)

7.2.2.4.2. Whether the student is a volunteer for the career field. (Pipeline students only.)

7.2.2.4.3. Previous medical experience.

7.2.2.4.4. An academic summary which includes a comparison with class averages from current class and the three previous classes.

7.2.2.4.5. Length and type (formal/informal) of remedial training.

7.2.2.4.6. A statement rendering an opinion on the student's potential and suitability for repeating the course (advanced training courses only) and/or for other future formal training.

7.2.2.4.7. If students are recommended to repeat course, include the following statement in Item 12: "STUDENT MAY NOT RETURN FOR AT LEAST ONE YEAR AFTER DATE OF ACADEMIC DISENROLLMENT." (NOTE: Requests for waivers to this policy will be considered on a case by case basis.)

7.2.2.4.8. Any other information/documentation deemed appropriate.

7.2.2.5. Ensure student completes Section II, USAFSAM Form 1. The student must be given the opportunity to review all paperwork before processing. (Student's signature does not indicate agreement with the disenrollment action, only that he/she has read the disenrollment package.)

7.2.2.6. Assemble the entire package. Attach all USAFSAM Forms 3, Course Supervisor's Counseling Record, academic probation statement, and memo from Career Field Manager or designated representative (enlisted only).

7.2.2.7. Forward the package through the department supervisory personnel.

7.2.2.8. Ensure academic disenrollment package is hand-carried to the Education Support Division within eight hours and one duty day after notifying EAE of academic disenrollment.

7.2.2.9. Inform student of decision by Director, Office of Academic Affairs, to disenroll for academic deficiency or retain in course.

7.2.2.10. If academic disenrollment is approved, dismiss student from class, and ensure return of school property. Refer pipeline students and PCS with TDY enroute students to USAFSAM/CCQ (First Sergeant). Refer TDY students to TMO.

7.2.2.11. If academic disenrollment is disapproved the student will remain in class.

7.2.2.12. The Chairman, Department of Education and Training, will complete Section III, USAFSAM Form 1.

7.2.3. *The Educational Support Division (EAE) will:*

7.2.3.1. Ensure compliance with ETCA and this handbook.

7.2.3.2. Hand-carry disenrollment to Director, Office of Academic Affairs.

7.2.3.3. Notify course supervisor of final determination.

7.2.4. *The Office of Academic Affairs (CVA) will:*

7.2.4.1. Ensure compliance with the ETCA and this handbook.

7.2.4.2. Approve/disapprove academic disenrollment.

7.2.4.3. Notify EAE when USAFSAM Form 1 has been signed.

7.2.5. *HQ Squadron Section (CCQ) will:*

7.2.5.1. Interview student and review disenrollment package for pertinent information regarding retention and/or future training. (Pipeline and cross-trainee students only.)

7.2.5.2. Prepare letter for 311 ABG/DPEET recommending whether student should be considered for further training.

References:

AFPD 36-22, *Military Training*

AFI 36-2110, *Assignments*

AFI 36-2626, *Airman Retraining Program*

Education and Training Course Announcements (ETCA) website - *General Info* and
Procedures

USAFSAM internal policy

8. Honor and Distinguished Graduates. *Course directors/supervisors may select the honor and distinguished graduates of courses that require testing of academic material and are a minimum of 20 training days in length*

8.1. *The course director/supervisor may recognize up to, but not exceed 10 percent of a graduating class as Distinguished Graduates (DG).* Students selected for DG must have at least a 90 percent average for the course; however, base the selection on the whole person concept rather than on academics or performance skills alone. Also consider the following factors: leadership, teamwork, conduct, bearing and behavior, attitude, and staff and faculty recommendations.

8.2. In addition to the DG recognition, *the course director/supervisor may select one Honor Graduate from the group of DGs.* Comprehensively, the Honor Graduate must exceed the performance of the DGs. Consider overall professional qualities such as leadership and followership abilities, oral and written communication skills, problem solving abilities, and adaptability. (Example: In a class of 30 students, 3 students may be selected as DGs. From this group of 3 DGs, one may be selected as the Honor Graduate.)

8.3. Procedures.

8.3.1. *The course director/supervisor will:*

- Select students for designation of honor or distinguished graduate within the guidelines listed above.
- Provide a computerized grade listing to the Educational Support Division (EAE), validating that the selected students have at least a 90 percent average grade for the course.
- Submit the names of the individuals selected as honor and distinguished graduates to EAE at least one hour prior to graduation.
- Prepare a commendation letter for signature by the USAFSAM Commander and forward it to the recipient's gaining organization commander.

8.3.2. Should a tie for honor graduate occur, the Chair, Department of Education and Training, will be the approving authority for each student under consideration to be selected as an honor graduate, or select one of the two.

8.3.3. The Educational Support Division, EAE, will prepare a distinctive certificate for the honor graduate and distinguished graduates.

8.3.4. The Dean, USAFSAM, or a designated representative, will recognize the honor graduate and distinguished graduates during the graduation ceremony.

References:

AFPD 36-22, *Military Training*
USAFSAM internal policy

9. Department of Graduate Medical Education. *The Department of Graduate Medical Education has responsibility for all GME conducted at USAFSAM.*

9.1. All USAFSAM GME is conducted in compliance with AFI 41-117, Medical Service Officer Education. IAW AFI 41-117, the Commander, USAFSAM, will appoint in writing the Director of Undergraduate Medical Education (Chair, Department of Aerospace Education and Training), and the Director of Graduate Medical Education (Chair, Graduate Medical Education Department). *These Directors plan, direct, and coordinate all health education programs in the school and have the responsibility of ensuring USAFSAM's compliance with all continuing education requirements as set forth in AFI 41-117.* The requirement for and responsibility of a Professional Education Committee are fulfilled by the weekly meetings of the USAFSAM Executive Council, the quarterly oversight meetings of the Graduate Medical Education Committee (GMEC), the Directors of Graduate and Undergraduate Medical Education, and the oversight provided by the Office of Academic Affairs.

9.2. The GME program includes the three year Residency in Aerospace Medicine, (1st year MPH, 2nd year Aerospace Practicum, 3rd year either General Preventive Medicine or Occupational Medicine), the Clinical Hyperbaric Medicine Fellowship, and a six month Advanced Aerospace Medicine for International Medical Officers (AAMIMO) course. The residency program is fully accredited by the Accreditation Council for Graduate Medical Education (ACGME) for Aerospace, Occupational, and General Preventive Medicine.

9.3. International Training. *The International Training Service is responsible for coordinating all international training within USAFSAM.* This includes providing support for all international students and visitors, and planning and implementation of the DoD Informational Program for international students. For students enrolled in USAFSAM courses, this office schedules the administration of the English Comprehension Level (ECL) exam with the Office of Academic Affairs, and makes alternate arrangements for those international students who do not have a security clearance and are attending training which includes classified information.

References:

AFJI (Interservice) 16-105, *Joint Security Assistance Training (JSAT)*
AFI 41-117, *Medical Service Officer Education*
DLIELC 1025.15, *English Comprehension Level (ECL) Test Guidelines*
USAFSAM internal policy

10. Continuing Education. The United States Air Force (USAF) Surgeon General strongly supports the provision and development of locally generated Continuing Medical Education (CME) programs for all Medical Service personnel. These programs include educational activities such as formal courses, planned lectures, seminars, symposia, advanced life support courses, enduring materials and medical readiness training. *All course directors and supervisors at the USAF School of Aerospace Medicine will vigorously pursue obtaining continuing education certification for all applicable education and training courses conducted by USAFSAM.*

10.1. IAW AFI 41-117, Medical Service Officer Education, the Commander, USAFSAM, will appoint in writing the Director of Undergraduate Medical Education (Chair, Department of Aerospace Education and Training), and the Director of Graduate Medical Education (Chair, Graduate Medical Education Department). *These Directors plan, direct, and coordinate all health education programs in the school and have the responsibility of ensuring USAFSAM's compliance with all continuing education requirements as set forth in AFI 41-117.* The requirement for and responsibility of a Professional Education Committee are fulfilled by the weekly meetings of the USAFSAM Executive Council, the quarterly oversight meetings of the Graduate Medical Education Committee (GMEC), the Directors of Graduate and Undergraduate Medical Education, and the oversight provided by the Office of Academic Affairs.

10.2. Continuing Medical Education. The Accreditation Council for Continuing Medical Education (ACCME) accredits the Office of the Surgeon General, USAF, to award Category 1 designation to CME activities for physicians. As stated in AFI 41-117, *Medical Service Officer Education*, the Headquarters, Air Force Personnel Center, Medical Service Officer Management Division, Physician Education Branch (HQ AFPC/DPAME), monitors the overall management of the program.

10.2.1. A USAF CME Guidebook has been developed to assist CME program directors with program development, planning and obtaining CME credit. This guidebook may be accessed at the following website:
<http://afas.afpc.randolph.af.mil/medical/PhysicianEducation/homepage/CMEProgramHomepage.htm>

10.3. Continuing Education Credit for Other Medical Service Personnel at USAFSAM.

10.3.1. Nurse Corps personnel should consult USAFSAM Continuing Education Approval and Recognition Program (CEARP) board members for guidance in preparing their Continuing Education Units (CEU) packages.

10.3.2. Biomedical Science Corps personnel should consult their representative at the AFPC Medical Service Officer Management Division for specific guidance in preparing packages for submission.

References:

AFI 41-117, *Medical Service Officer Education*
USAFSAM internal policy

11. References.

AFJI (Interservice) 16-105, *Joint Security Assistance Training (JSAT)*
AFPD 36-22, *Military Training*
AFI 36-2110, *Assignments*
AFI 36-2201, *Developing, Managing, and Conducting Training*
AFM 36-2234, *Instructional System Development*
AFH 36-2235 (Vol. 1 - 11), *Information for Designers of Instructional Systems*
AFM 36-2236, *Guidebook for Air Force Instructors*
AFI 36-2304, *Community College of the Air Force*
AFI 36-2406, *Officer and Enlisted Evaluation Systems*
AFI 36-2626, *Airman Retraining Program*
AFI 41-117, *Medical Service Officer Education*

AETCI 36-2203, *Technical Training Development*, Chapter 11
DLIELC 1025.15, *English Comprehension Level (ECL) Test Guidelines*

Education and Training Course Announcements (<http://hq2af.keesler.af.mil/etca.htm>)

CCAF Campus Relations Policies, Procedures, and Guidelines

DoD Strategic Plan for Advanced Distributed Learning, 30 April 1999
Distance Learning Manager's Handbook, Air Force Distance Learning Office, 1995
USAFSAM Distance Learning Management Implementation Plan